

GRANT TERMS FOR FAMILY COURTS PHASE III

1. **Grant period and funds distribution.** The period of the family court pilot project is from January 2004 to December 2005. Funds will be distributed throughout the period on a schedule determined by the Division of State Court Administration.

2. **Use of grant funds, budget, and finance reports.** The grant funds will be used for the purposes designated in the Application Form, unless otherwise stated upon the award of the grant. On or before March 30, 2004, the county will file with the Division of State Court Administration a budget based on the awarded grant funds, as the amount of the award may vary from the request and budget submitted in the Application Form. The budget should include anticipated expenses for personnel and all other costs to be paid for with the grant funds, and other income sources or in-kind contributions that will be designated for the family court. A budget form is available through the Division of State Court Administration. The budget will be filed with the Implementation Report discussed further below.

Future requests to amend the budget shall be filed in writing with the Division of State Court Administration for approval. Finance reports will be submitted with the six months family court reports discussed below. Finance reports will contain data on expenditures, income sources, and personnel. Personnel data will include information on the following: number of new, reallocated, and volunteer positions; job titles; time commitments; salaries or hourly rates; and benefits.

3. **Family court consultant.** Each grant recipient will have access to the family court consultant throughout the project period by phone, e-mail, and site visits. Each family court will meet individually with the consultant following the grant announcements to review implementation plans and help establish necessary procedures and committees. Subsequent contact and site visits will be scheduled to assist in program development and community awareness.

4. **Data collection.** The county will comply with data collection requests as established by the Division of State Court Administration. The data will include the following, and other data that the Division shall determine from time to time is necessary to accountability and funding:

Families in all family court programming: (a) source from which family was referred or identified for family court programming; (b) numbers of families served per program type; (c) types of at-risk social factors for each family served; (d) number of families in which one or more family members is appearing pro se (without counsel).

Additional information on case coordination of multiple-case families: (e) date “family court proceeding” opened and closed; (f) number of family court proceedings; (g) number and types of cases in each “family court proceeding.” The term “family court proceeding” refers to the grouping of all of the family’s multiple cases for purposes of “one judge-one family” or “information sharing among multiple courts” models.

Additional information on Alternative Dispute Resolution programming: (h) number of families receiving intake or other administrative assistance to set up ADR; (i) number of families

participating in ADR meeting; (j) number of successful ADR meetings (as defined in data instructions); (k) collection of ADR copay or participation reimbursement.

5. Implementation Report, Six month Reporting, Manual. On or before March 30, 2004 the county will submit an Implementation Report to the Division of State Court Administration, including:

(a) Mission statement for family court

(b) Update on the time line for implementation of family court programming filed with the Grant Application, and listing of tasks accomplished to date. The time line will include:

1. Names and titles of members of Project Committee and meeting schedule
2. Reallocating existing personnel/ hiring new court personnel and job descriptions
3. Statement of family court program(s) to be implemented
5. Development of procedures and forms for each family court program
6. Court and Community education about family court purpose and processes
7. Development of statistic information form and spread sheet
8. Acceptance of families into family court programming
9. Names and titles of local Advisory Board members and scheduled meeting date

(c) One-paragraph scenarios on two families being considered or already excepted for family court programming. Family members should be identified as "mom", "dad" "boyfriend" "child 1" etc, without use of actual names.

(d) Budget (as mentioned above in section 2)

The county will submit a Six Month Report in June of 2004, and approximately every six months thereafter as directed by the Division of State Court Administration. The Division will provide the Six Month Report forms.

Each county will create a Manual which will include the written procedures and forms used in the development and daily function of its family court. The Manual should be maintained throughout the project period, with regular additions of new forms or program information as the project develops. A final copy shall of the Manual be filed with the Division at the close of the project period.

6. Project Committee and Local Advisory Board. The county shall form a Project Committee which is a small group of judicial officials, family court personnel, and other necessary court personnel that will meet on a regular basis to develop the framework of the project. The Project Committee will usually range in size from 3 to 5 members. During the development phase of the project, it is recommended that the Project Committee meet weekly or bi-weekly. Thereafter, meetings may be scheduled on a monthly or as-needed basis.

The county shall also form an Advisory Board of community professionals to give input and feedback in the development of the family court, and to focus on long term funding for the

project. The Board should meet two times a year, or more often as appropriate. Each county should determine the number and membership of the of its local Advisory Board, but the following persons or agencies may be appropriate to serve on the board: family law bar, CASA, Office of Family and Children, Mental Health, Substance Abuse, Probation, Public Defender, Prosecutor, Domestic Violence, Homeless Shelters, Protective Agencies, juvenile shelter or residential facilities, Law Enforcement, Schools, and any other agencies or entities who are significant to the project. Subcommittees may be assigned to work on specific issues, such as family court rules, suggested time guidelines and case flow, funding, mediation or other special project development.

7. **Statewide Family Court Advisory Board and twice-annual meeting attendance.** At least one judicial officer and one family court personnel member shall serve on the statewide Family Court Advisory Board. These persons shall attend twice-annual family court meetings and participate on subcommittees as needed.